



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
**Schools Division of Bohol**

**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**

No. 370, s. 2025

June 17, 2025

**PLANNING CONFERENCE CUM WORKSHOP OF QUALITY ASSURANCE MECHANISMS  
USING IPEC Form 27 (Instructional Plan Evaluation Criteria)**

TO: ASDS  
Chiefs CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors / OIC PSDS  
Elementary and Secondary School Heads Public and Private  
All Others Concerned


1. Supportive to DepEd goals and objectives, this office, through the Curriculum Implementation Division, will conduct a planning conference cum workshop for the quality assurance of instructional plans using the Instructional Plan Evaluation Criteria (IPEC) Form 27, on **July 6, 2025**, at **Reyna's the Haven and Gardens, Tagbilaran City**.
2. This activity aimed to ensure alignment of instructional plans with educational objectives, learner needs, and measurable outcomes against standards that drive tangible competency development.
3. Participants in this activity are the identified QA evaluators of the districts listed in Annex 1, attached. They shall be chosen by the Public Schools District Supervisors and submit the name/s by filling up this link: <https://tinyurl.com/QA-WORKSHOP-Participants>. Annex 2 is the list of PMT, trainers, and secretariat. Participants are required to bring laptops and must be at the venue at 7:00 a.m.
4. Participants' travel and other incidental expenses shall be charged to the school and Division MOOE. While food and accommodation are chargeable to the program support fund from the region subject to the usual government accounting and auditing rules and regulations.
5. For services rendered during holidays and weekends, the teachers shall be entitled to service credit per DepEd Order No. 13, s.2024, Revised Guidelines on the grant of vacation service credits to teachers and DepEd Officials/non-teaching staff shall be entitled to Compensatory Overtime Credit (COC) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
6. This memorandum serves as **TRAVEL AUTHORITY**.
7. Immediate and wide dissemination of this memorandum is directed.

  
**FAY C. LUAREZ, EdD, PhD, TM CESO VI**  
OIC - Schools Division Superintendent

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Deped Tayo Bohol Division

**ANNEX 1**

**Note: PSDSs of districts listed below shall identify the evaluators required in their district by inputting the name in the link provided. If a district is required to have 2 evaluators, PSDS shall input the link, twice. The identified evaluator/s must be from their pool of school heads in the secondary or elementary levels.**

**NUMBER OF EVALUATORS FOR WORKSHOP 1**

Baclayon	2	
Dagohoy	2	
Alburquerque	2	
Balilihan	2	14
Getafe 1	2	
Corella	1	
Sikatuna	1	
Danao	1	
Ubay 2	1	
Ubay 1	2	
Sagbayan	2	
San Miguel	1	
Ubay 3	1	
Getafe 2	1	
CPG	2	12
Talibon 1	1	
Inabanga North	1	
Bienunido	1	
Talibon 2	1	
Alicia	1	
Anda	1	
Pilar	1	6
Sierra-Bullones	1	
Candijay	1	
Guindulman	1	
<b>Total</b>		<b>32</b>

**ANNEX 2**

**List of participants:**

<b>PMT</b>	<b>TRAINERS</b>	<b>SECRETARIAT</b>
Eduardo A. Ompad - ASDS	Generosa T. Castillo	Carla Joyce C. Arnejo
Carmela M Restificar- CID Chief	Ma. Rosanna Dablo	Jean B. Raper
Generosa T. Castillo – EPS- Science	Diodora Gabito	Mirian C. CAstillon
	Bernard Bayot	
	Florabel G. Henson	